

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314- 1000

OM 25-1-51

CEIM-IV

Memorandum
No. 25-1-5 1

30 June 1999

Information Management
GUIDANCE FOR PREPARATION AND PROCESSING OF
USACE COMMAND PUBLICATIONS
WITHIN HQUSACE

1. Purpose. This office memorandum (OM) prescribes guidance for preparation and processing of U.S. Army Corps of Engineers (USACE) Command publications. It provides the necessary steps on how to develop new, update and/or change existing, staff/coordinate, and submit documents for publishing.

2. Applicability. This OM applies to all HQUSACE staff elements.

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. References.

a. PL 94- 168, Metric Conversion Act of 1975, as amended by PL 100-4 18, Omnibus Trade and Competitiveness Act of 1988.

b. EO 12770, 25 July 1991

c. AR 25-30, The Army Integrated Publishing and Printing Program.

d. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms.

e. AR 335-15, Management Information Control System, and USACE Supplement 1.

f. DA Pam 25-40, Administrative Publications: Action Officers Guide.

g. ER 1110-1-4, Metric Measurements in USACE Publication Media.

h. EP 310-1-6, Graphic Standards Manual

This memorandum supersedes OM 25-1-51, dated 28 May 1993.

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5. Availability. This OM is available at the following web site:

<http://www.usace.army.mil/inet/usace-docs/om/om25-1-51/toc.htm>

6. Policy

a. All USACE Command official publications to include USACE supplements to ARs, engineer regulations, pamphlets, manuals, circulars, technical letters, and office memorandums will be reviewed and approved by the HQUSACE Publications Control Officer (PCO) prior to publishing.

b. HQUSACE elements will issue continuing guidance in accordance with this OM. Guidance will not be issued in the form of any other alternative publication type beyond those established by this OM without the review of the PCO and approval of the HQUSACE Chief of Staff.

c. In accordance with references 4a and 4b, above, all new and revised publications will be developed using the International System of Measurement, commonly referred to as the metric system of measurement. Where necessary, dual dimensions will be included with the metric as the primary unit followed by the inch-pound units in parentheses, e.g., 25 millimeters (0.98 inch).

7. Responsibilities.

a. The HQUSACE Publications Control Officer will -

(1) review proposed publications to ensure they conform with policy and procedures outlined in this OM;

(2) refer publications that warrant executive approval to the HQUSACE Chief of Staff for signature;

(3) assign publications transmitted for USACE coordination (by DoD, DA, or other outside agencies) to HQUSACE staff element(s) having primary interest/responsibility, and consolidate coordinated response(s) for the requesting agency(ies);

(4) provide coordination for replacement of authenticated electronic publications on USACE electronic publications library;

(5) issue publication notification bulletins to appropriate USACE staff elements upon release of new and/or updated USACE publications; and

(6) update and maintain the USACE electronic publications and forms libraries.

b. Directors and Chiefs of Separate Offices will -

(1) assume proponentcy for publications and forms required for their respective functional areas, ensuring technical sufficiency, quality and timeliness;

(2) establish effective internal controls to ensure the continued alignment of functions with published media. This requires an implicit awareness on the part of proponents that functional continuity is an all time priority and that functional changes, when they occur, may require a timely updating of prescribing directives and other related media (e.g., forms and/or reports) if such a continuity is to be maintained;

(3) appoint a knowledgeable and responsible Publications Review Officer (PRO) as well as an alternate to represent the staff element on publications management and notify (by memorandum) the USACE PCO of the appointees; and

(4) prepare timely responses to requests for coordination on publications referred to HQUSACE by DoD, DA, or other outside agencies.

c. Publications Review Officers will -

(1) act as coordinators between the staff element they represent and the PCO;

(2) provide first hand interpretation of the requirements of this OM to the action officers tasked to prepare publications;

(3) be familiar with publications formatting, coordinating standards, administrative documentation and publishing procedures;

(4) ensure publications have been properly coordinated with internal and external HQUSACE staff elements.

(5) ensure publication package is in full compliance with requirements prior to submitting to the HQUSACE PCO for final review; and

(6) initial in the appropriate block on ENG Form O-4040-R USACE/OCE Publications Processing Document.

d. Action Officers will -

(1) ensure final publications are proofread for grammatical and typographical correctness;

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(2) submit publications through the PRO to the HQUSACE PCO for final review and administrative process and executive approval; and

(3) submit electronic file to PCO in either the HQUSACE approved standard word processing format or Portable Document Format (PDF) for further processing and placement in the USACE publications library.

8. Document Publishing.

a. Electronic Publications. Most USACE Command publications will be published in electronic format. All electronic publications described in this OM will be produced in PDF and will be placed in only one repository located at the following web site: <http://www.usace.army.mil/inet/usace-docs/>. The Adobe Acrobat Reader, which must be used to view and print USACE publications, can be downloaded from the above web site. To view or download a publication, click on the desired publication type (at the above web site). This takes the user to an index of publications (regulations, pamphlets, circulars, manuals, etc.), depending on the publication type selected, listed by directorate or separate office, and by all. From there, click on the desired publication number. This takes the user to a “summary page” titled “Table of Contents” for that particular publication, which provides some general information about the publication. At this point, the publication can be accessed in its entirety or by individual part (i.e., chapter/section/appendix).

b. Printed Publications. Publications with complex information, unique use and/or diverse audiences, such as “pocket-size” pamphlets used during field operations, “classroom training” materials, “handouts” at meetings and conferences, display and distribution to public audiences at parks and recreation facilities, and historical activities (870 series) are the types that may be printed. In these cases, normal printing and distribution practice will be followed, as prescribed in paragraph 10, below.

9. General Writing Guidelines. Effective writing is achieved through the use of words, phrases, and sentences the reader can readily understand. Usually, the consistent observance of a few basic rules is all that is needed to produce a good publication. The following principles apply:

a. All publications should be concise, i.e., be logically organized and have clearly defined objectives.

b. Proper use of grammar (careful choice of words, spelling and punctuation) and syntax (orderly arrangement of parts) must be uppermost throughout.

c. Paragraphs should be carefully organized, with each sentence relevant to the whole. Sentences should be as short as possible for immediacy of meaning and understanding to the

reader

d. The use of abbreviations/acronyms should be held to a minimum and always be in accordance with AR 310-50. Abbreviations/acronyms must be fully explained, written out the first time they appear in the text. Thereafter, they may be cited in the abbreviated mode (except in chapter titles/headings).

NOTE: When referencing a publication, figure, table, paragraph, etc., by title, it should be cited in its entirety. Paraphrasing titles is not permitted.

e. Excessive use of references and cross-references, as well as duplication of information available in other publications, must be avoided.

f. Subject matter should be fully covered so as to produce a well developed, self-contained document.

g. Use neutral language in publications (i.e., do not specify gender). Examples:

(1) Proper - The "commander or a designee" should attend the conference.

(2) Improper - The "commander or his designee" should attend the conference.

h. Avoid use of individuals' names in permanent publications such as regulations, pamphlets, manuals, office memorandums, etc. Avoid personal pronouns in all USACE publications.

10. Publication Preparation and Processing. The following represents a logical progression from beginning to end of publication preparation and processing.

a. Executive Decision. The responsible staff element, acting on a new law, policy, technological developments, or other events that affects the USACE mission and require specific interpretation, reaches the decision to create, revise, or change a publication, assuming proponentcy for its preparation and publishing.

b. Preliminary Planning.

(1) Proponent designates action officer with instructions to conduct a preliminary inquiry to assess the probable impact of the publishing requirement on resources at the functional level, and research topics(s) to avoid duplication or conflict of interest in policy making, and explore the feasibility of consolidating the proposed publication with related publications already in existence.

(2) Upon clearance of above issues, proponent directs the preparation of the initial draft,

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beginning with the selection of an applicable medium by consulting the “Decision Logic Table” shown at Appendix A, Table A-1, of this OM.

(3) After applicable publication type has been selected, the action officer will then request a publication control number from the PCO. The criteria governing the assignment of USACE publication numbers is derived from the basic DA classification/numbering system as shown in Table 2-4 of AR 25-30, and from a “USACE special numbers addendum” established to meet specific Corps of Engineers classification requirements. Appendix B contains an excerpt of the DA classification system and the USACE special numbers addendum, together with a full explanation of USACE publications numbering criteria (see Figures B-1 and B-2). -Figure B-3 is a listing of secondary classification by subject matter of the third part of the publication number of an engineer manual.

(4) Publication development is next. Format guidelines are included in paragraph 14, below

(a) In assembling and organizing topic data, material is screened for identification of

- principal text (main body of the publication),
- corollary material (tables, figures, and plates),
- supportive material (appendices), and
- prescribed requirements (forms and reports).

(b) Identified text material (key topic(s)) is subdivided into numbered

- chapters (if applicable)
- sections (if applicable), and
- paragraphs and subparagraphs (not lower than the 3rd level of subordination, i.e., (a), (b), etc.--unless the publication meets the criteria for the “decimal point” system.

(c) Corollary and supportive materials are assembled and sequentially introduced and positioned within the publication.

(d) Forms and reports, if required, are analyzed and properly prescribed.

(5) If copyright material is included, permission must be granted by the copyright owner(s), and a copy of the release must be submitted along with the publication. For further guidelines on copyright material, see Section IV (paragraphs 2-40 and 2-46) of AR 25-30.

(6) When fully compiled, initial draft is submitted by the action officer to the proponent for supervisory review of its technical validity and authorization to proceed.

c. Final Draft Preparation and Coordination.

(1) Upon proponent's approval, action officer prepares final draft and, in conjunction with the PRO of that staff element, ensure draft's adequacy for coordination purposes. Draft must be fully intelligible, i.e., have an acceptable level of readability and be all inclusive, i.e., if forms and/or reports are involved, their requirements must be clearly prescribed and illustrated, as appropriate. For basic guidelines on forms preparation and processing, see Chapter 3 of AR 25-30. For basic guidelines on reporting requirements, see AR 335-15 and USACE Supplement 1.

(2) Action officer prepares ENG Form O-4040-R, USACE/OCE Publications Processing Document, to begin the coordinating process, which includes coordination within the proponent's office (internal) and within HQUSACE (external), as applicable. Every staff element involved in the coordination process will acknowledge its review of the publication by initialing the form. A sample ENG Form O-4040-R is located at Appendix C, Figure C-1. The form is accessible through the USACE forms library, located at the following web site: <http://www.usace.army.mil/inet/usace-docs/forms/formlib-pro/>. FormFlow software is required.

d. Manuscript Preparation, PRO's Review, and Preparation of Administrative Documentation.

(1) Upon completion of the coordination process, the draft is prepared in final format. If forms and/or reports are involved, action officer will ensure these requirements are properly prescribed by consulting with the USACE FMO and/or RCMO.

NOTE: If it is considered that any of these requirements involve time consuming procedures (e.g., OMB approval, concurrence on form design outside HQUSACE, preparation of form instructions involving operational personnel participation, etc.), it is advisable that their preparation take place either before or during the coordination process so as to streamline publication processing as much as possible.

(2) The completed manuscript will be reviewed by the PRO to ensure format compliance of all parts. If the publication meets the established guidelines for printing (which will be determined by the proponent's office), the action officer will prepare the processing documents listed at Appendix C.

e. Final Review and Executive Approval.

(1) At this point the publication is ready for the final stage of processing. This readiness is indicated on the ENG Form O-4040-R both by the proponent's executive approval (signature) and the PRO's initials.

(2) Upon completion of final review process, the PCO will forward the publication to the

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HQUSACE Chief of Staff for approval authority (USACE supplements to Army regulations, engineer regulations, pamphlets, manuals, and office memorandums only). Other publications (circulars and technical letters) require signature approval in the originating directorate and/or division, or separate office.

(3) Publications signed by the Chief of Staff are returned to the PCO for final clearance and processing for placement on the Internet and/or printing, as applicable.

(4) Publishing process for publications signed in directorates or separate offices will be handled the same as those signed by the Chief of Staff.

(5) Once a publication has been posted to the Internet, the PCO will issue an electronic publication notification bulletin to the appropriate USACE staff elements.

11. Types and Selection Criteria for USACE Command Publications. USACE publication types and selection criteria are summarized below:

a. USACE Supplement to Army Regulations (AR). Policy publications created whenever directive-type information peculiar to the Corps of Engineers must be added to **ARs** to implement basic DA policy. They must be approved by the DA proponent of the supplemented AR. A sample format is at Appendix D, Figure D-1 of this OM.

b. Engineer Regulation (ER). Contains policies, responsibilities and procedures of continuing nature, prescribed exclusively for the Corps of Engineers mission. Engineer regulations will not be created in place of supplements to Army regulations. They may include (as appendices) additional documents such as engineer and technical instructions in which the proponent office has the authority to approve. More detailed information is stated in paragraph 15d, below. Sample formats of ERs are at Appendix D, Figures D-2a through D-2d of this OM. Proponents may elect to specifically indicate whether an ER: 1) may be supplemented, 2) will be supplemented, or 3) may not be supplemented by subordinate activities. In such cases, an applicable supplementation statement will be entered immediately under the title, instructing the using activities of supplementation limits, if any, and chain of command review and approval requirements. Standard supplementation statements are as follows:

(1) Supplementation to this regulation is permitted but not required. If supplements are issued, USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), Washington, DC 20314- 1000 through chain of command channels.

(2) Supplementation to this regulation is required. USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), Washington, DC 20314-1000, through chain of command channels.

(3) Supplementation to this regulation is prohibited except upon proponent's approval, USACE Commanders will submit their request for approval to HQUSACE (proponent office symbol), Washington, DC 20314- 1000, through chain of command channels.

c. Engineer Circular (EC). Contains policy that is parallel to an ER, i.e., directive in nature, with the difference that applicability will be transitory (one-time occurrence or otherwise temporary). Circulars will remain active for no more than two years from the date of issuance, and the expiration day may not be extended beyond the two years. If a circular has been given an expiration date of less than two years, and it is determined that additional time is required for it to remain active, the proponent may elect to extend the expiration date the full two years (except in the cases of rescissions). Rescissions will expire after one year. If after two years the guidance of a circular is still valid, it must be republished as a regulation. The expiration date on the EC will be positioned immediately above the series title, and will reflect the last day of a quarter, i.e., 31 March (year), 30 June (year), 30 September (year), or 31 December (year). Sample formats for ECs are at Appendix D, Figures D-3a and 3b of this OM. Circulars may not be supplemented.

d. Engineer Pamphlet (EP). This OM addresses two EP types--standard (or procedural) and informational. A standard EP contains functional or procedural information, instructional guidance needed to implement programs or systems directed in regulations. Procedural pamphlets may include the appropriate additional documents (as appendices). Sample formats of standard EPs are at Appendix D, Figures D-4a through 4d of this OM. Informational pamphlets are nonpolicy publications that are designed for information only. They consist of booklets, leaflets, and/or folders on various information, recruitment literature, historical studies, and reference texts. The format varies. It is dictated at the proponent's discretion, depending on the type of information it contains. Pamphlets may not be supplemented.

e. Engineer Manual (EM). Contains technical guidance and directive/non-directive instruction criteria of a continuing nature concerned primarily with engineering and design type projects. For this reason, most EMs are in the 1110 (Engineering and Design) series. Manuals may also include (as appendices) additional documents such as engineer and technical instructions in which a division chief of the proponent office has the authority to approve. Sample formats for EMs are at Appendix D, Figures D-5a and 5b of this OM. Manuals may not be supplemented.

f. Engineer Technical Letter (ETL). Contains "advance" information on design, engineering and construction projects. Technical letters are considered intermediary publications that will eventually be republished in more permanent media. They will remain active for no more than five years from the date of issuance. The expiration date will be positioned immediately above the series title, and will reflect the last day of a quarter. If after five years the guidance of a technical letter is still valid, it must be republished as a manual. Technical letters cannot be used to replace regulations or circulars. Sample formats for TLs are at Appendix D, Figures D-6a and 6b of this OM. Technical letters may not be supplemented.

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g. Office Memorandum (OM). Contains directive- and procedural-type information necessary to carry out specific staffing functions within HQUSACE. An OM is applicable to HQUSACE elements only.

h. Memorandum of Understanding/Agreement. Contains documentation of mutually agreed to statements of facts, intentions, procedures, and parameters for future actions and matters of coordination. Such documentation is not a substitute for formal interservice, interdepartmental, interagency or intraservice support agreements. They are used for the documentation of mutually agreed parameters within which interservice, interdepartmental, interagency, and/or intraservice support agreements will be developed.

i. USACE Miscellaneous Publications. In addition to the above, HQUSACE originates a number of miscellaneous publications. These include charts, Corps of Engineers guide specifications (CEGS), design guides, ENG maps, plans, posters, and a limited number of unnumbered (UN) publications. Generally, the format, preparation, applicability, and availability of these publications are solely a proponent's choice. The PCO's involvement in these publications is largely limited to assignment of the publication numbers and tracking (except CEGS).

12. Revisions/Changes Criteria.

a. Revisions. When one-third or more of a publication is in need of updating, it will be revised, that is, it will be reviewed in its entirety, reorganized if necessary, and rewritten as necessary.

b. Changes. The issuance of changes applies only to publications of 10 or more pages. Publications of less than 10 pages will simply be revised. When less than one-third of a publication is in need of updating, a change to the original document will be issued, involving only the update of specific parts. A change will consist of a "Change Summary", in which pages/sections/chapters to be changed are annotated by their respective number. Every changed page will be identified in the running head by the change number, and the date of the change positioned under the change number. A sample format of a change is at Appendix D, Figures D-7 of this OM.

13. Errata Sheet. The errata sheet is a simplified means to correct single, minor errors/omissions, detected after a document has been published and considered important enough to warrant immediate correction. An errata sheet does not require coordination or executive approval to be published. They are reviewed by the HQUSACE PCO and, upon approval, posted to the USACE publications library. Do not issue an errata sheet to make changes to a document that has been published, and requires updating based on a new policy, law, change in organization/mission, etc. A sample format of an errata sheet is at Appendix D, Figure D-8 of this OM.

14. The Format.

a. Except informational and other uniquely designed pamphlets, all publications will be prepared in the “one-column” format.

b. The following additional guidelines will be used for preparing USACE Command publications, with the exception of USACE Supplements to ARs (which are prepared in accordance with guidelines in AR 25-30) and miscellaneous publications.

(1) Format options. Format may be “basic,” involving a table of contents (optional) and a subdivision into paragraphs, or “complex,” involving a table of contents (not optional) and a subdivision into chapters and/or sections as well as paragraphs. Pamphlets and manuals may include a “Foreword” (Figure D-4d) or a “Summary Page” (Figure D-5a, first page) as the signature authority page.

(2) First page. Except informational pamphlets and other publications with undesignated formats, all publications will include a heading (centered at top of page), a publication number (assigned and controlled by the PCO), the proponent’s office symbol, (if publication has dual proponenty, the primary proponent’s office symbol will be cited first--immediately above the secondary proponent’s office symbol), date (written in full, example, 30 June XXXX), and series and title on the upper portion of the page. Revised publications will include a super-session statement positioned at the bottom of the page immediately under a rule (solid line). The supersession statement will cite by publication number and date every publication that is being superseded by the revised edition, be it another publication or portion thereof, a form, or a report.

(3) Succeeding pages. All succeeding pages, including appendices, forms, figures, and plates will include a “running head,” that is, a two-line entry consisting of the publication number and the date immediately under it (abbreviated, example, 30 Jun XX), positioned on the upper left side on even numbered pages (both lines flush with the left margin), and on the upper right side on odd numbered pages (both lines flush with the right margin). For publications that include landscape tables/figures, the running head and page number may also be in landscape mode.

(4) Margins and construction. Margins will be left justified. Use at least 1- inch margins on all sides of each page, except in the case of unique and informational pamphlets. Chapters/sections and appendices, if involved, will always begin on an odd numbered page.

(5) Font Types and Sizes. The following font types are acceptable for main text: Times New Roman, Courier New, or Arial. Font size for main text should be no less than 12 and no more than 14. Other font types and sizes are acceptable in appendices.

(6) Organization.

(a) Table of Contents. The table of contents summarizes the publication's contents when it is lengthy, requiring a separate treatment of several concurring topics. The primary subdivision by parts, chapters, and/or sections is then advisable, and often necessary, to focus the reader on the relevance of concurring topics to the central subject of the publication. The secondary subdivision into main paragraphs will follow. The table of contents will not include text divisions lower than the main paragraphs, except in cases where the "decimal point" system is used. It will include appendix titles, if appendices are included. Corollary material, such as tables, figures or plates, should be included only if the inclusion is considered helpful.

(b) Paragraphing and page numbering. Main text paragraphs will have a title written in upper and lower case and underlined. Underlining of subparagraph titles is optional. When format is basic with paragraphs as the primary subdivision, main paragraphs will be numbered by a single digit, e.g., 1., 2., etc. Page numbers will also have a single digit. When format is complex with chapters as primary subdivision, main paragraphs will be numbered by a double digit, e.g., 1-4, in which 1 reflects the chapter number, and 4 reflects the paragraph sequence within the chapter. Likewise, page numbers will also have a double digit. Main paragraphs, whether indicated by a single or double digit, will be positioned flush with the left margin. All subparagraphs, regardless of level, will be indented only once. Subparagraphing is permitted up to the 3rd level of subordination, i.e., (a), (b), etc. Below this level of subordination, the use of dashes or bullets are permitted. In large publications, the traditional complex format of paragraph/section numbering may be substituted with the decimal point system, in which the paragraph numbers consist of the chapter number, a decimal point, and the paragraph/section number within the chapter, i.e., paragraph number 1.1 represents Chapter 1, paragraph/section 1, and 1.1.1 represents Chapter 1, paragraph/section 1, and subparagraph/subsection 1. Page numbers will correspond to the chapter, paragraph/section.

(c) Designation of the first four paragraphs. The designation of the first four paragraphs of all publications listed in this guidance (except USACE supplements to ARs, changes, informational pamphlets, and publications that meet the criteria for the decimal point system) is standard and will be cited as follows:

- [paragraph 1, 1-1, or 1.1] Purpose. This will contain a summary statement giving reason/purpose for issuing the new/revised publication.

- [paragraph 2, 1-2, or 1.2] Applicability. This will contain a standard statement that will read as follows: "This (regulation/circular/pamphlet/manual, etc.) applies to all HQUSACE elements and all USACE commands having responsibility for (state the specific responsibility)."

- [paragraph 3, 1-3, or 1.3] Distribution Statement. This will contain a distribution restriction statement, which will specify the availability for release and dissemination of the publication. More detailed information is included in AR 25-30.

- [paragraph 4, 1-4, or 1.4] References. This will contain, as a minimum, every reference cited in the publication. In citing references, care must be taken to assess their legitimacy, i.e., referenced material must be current, properly authenticated and already published. Unpublished material will not be referenced. Also, temporary and/or transitional publications, such as circulars and technical letters, will not be referenced in permanent USACE publications. If the number of references is more than 20, they will be listed as Appendix A, in which case the reference paragraph will refer the reader to that appendix. If the list of references is lengthy, they should be divided into two groups: "Required" (essential) and "Related" (nonessential). It is strongly recommended that references be kept to a minimum. References that are periodically updated, such as DA and USACE publications will be listed by the number and title (issue date will not be included). Other, one-time, publications will be referenced by number (if any), title, date and source of supply. References will be listed in a descending order of priority, i.e., Public Laws; Executive Orders; Federal Acquisition Regulations (FAR, DFAR, AFAR, and EFAR); Department of Defense Directives and Instructions; DA Publications (AR, DA Pam, FM, TM, and SB); Corps of Engineers Publications (ER, EP, EM, OM, and miscellaneous); followed by publications originated by other Federal agencies and in private sector, if applicable). Within each category, references will be listed in an ascending order, e.g., AR 5-4, AR 36-2, AR 36-7, etc, or ER 70-1-5, ER 70-1-7, ER 70-2-5, EP 25-1-74, EM 1110-1-1003, etc.

NOTE: Subsequent paragraphs will be used to develop subject matter and will be titled as appropriate.

(d) Inclusion of corollary material (tables, figures, and/or plates). Corollary material will be introduced in the main text in sequential order and positioned as close to the introductory narrative as feasible. Corollary material will be numbered in the same way paragraphs and pages are numbered, i.e., if paragraphs and pages are numbered by a single digit, tables and figures will also be numbered by a single digit. The table number and title will be centered above the table. The figure number and title will be centered below the figure.

(e) Inclusion of appendices. Appendices will contain material supportive of the topic introduced in the main text. The purpose of an appendix is to amplify/clarify the text narrative. Just as the tables and figures, appendices will be introduced in the main text in sequential order, and positioned in that order after the last page of text, the page bearing the publication's signature authority--except in cases of pamphlets and manuals that contain a "Foreword" or "Summary Page", as the signature page. Appendices will be designated alphabetically, i.e., Appendix A, Appendix B, etc., and their page numbering indicated by the alphabetical designation plus a sequential number, i.e., A-1, A-2, B-1, B-2, etc. Main paragraph numbering will be identified with a capital letter and an Arabic numeral; the letter representing the appendix and the number representing numerical sequence of the paragraph within the appendix, i.e., the first paragraph of Appendix A will be A-1, the second paragraph will be A-2, etc.). In basic publications that do not have a table of contents, appendices (if any) will be listed on the left side of, and in line with the

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signature authority. In basic publications that have a table of contents and in complex publications, the appendices (if any) will be listed in the table of contents.

(f) Inclusion of glossary. The glossary consists of an explanation of abbreviations and terms. The glossary (if any) will no longer be treated as an appendix. It will be positioned at the end of the publication when there are no appendices included, after the last appendix (when included), or between the last appendix and the index, when both are included.

(g) Prescription of forms. Forms are used to carry out specific functional requirements prescribed by a directive, generally an ER. When forms are required, their purpose must be fully explained and made readily available and understood to the user. The role of forms is to simplify otherwise complex requirements; forms expediency, therefore, depends on the relevance and clarity of the information they contain. Consequently, when creating a form, data elements should be closely analyzed for both relevance and clarity. Prescribed forms will be designated by a control number (assigned by the HQUSACE Forms Management Officer (FMO)) and a title. Locally reproducible forms will have a “-R” after the number, e.g., ENG Form 5000-R. “-R” forms may also be generated electronically, provided data elements and their sequential order are not altered.

(h) Prescription of reports. Reports are created to provide accountability and/or justification of manhours/costs involved in the execution of specific functions/projects. Reports are prescribed mostly in regulations, but may also be prescribed in other type publications. The prescribing directive will contain, as a minimum, the Report Control Symbol (RCS), report title, format, and submission date and frequency.

15. Authentication Requirements for USACE Command Publications.

a. The approval authority of the HQUSACE Chief of Staff is required for the following publications:

- (1) USACE supplements to ARs and changes thereof,*
- (2) engineer regulations and changes thereof,*
- (3) engineer pamphlets and changes thereof,*
- (4) engineer manuals and changes thereof*, and
- (5) HQUSACE office memorandums and changes thereof

b. The approval authority of Directors and Chiefs of Separate Offices is required for engineer circulars including those regarding developmental assignments, but excluding those regarding engineering and design technical policy, which may be approved by the chief of the originating division. Circulars regarding training policy require the signature of the Director of Human Resources.

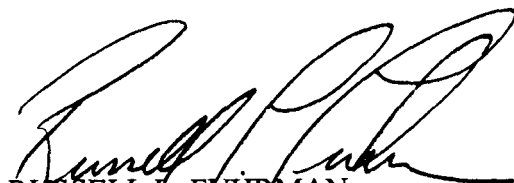
c. The approval authority of the chief of the originating division is required for engineer technical letters and design guides. Technical letters of joint applicability will be signed by the division chief having primary interest.

d. *In cases where a publication (regulation, manual, or pamphlet--signed by the HQUSACE Chief of Staff) includes appendices that contain such information as engineer/technical instructions, legal/administrative-type information, which may on occasion require amendments, division chiefs of the originating offices have the authority to update and approve the amended appendices (only) as deemed necessary. The updated appendix will include an amendment number, i.e., 1, 2, 3, etc., amendment date, and the basic publication number and date. Example: Amendment #1, Appendix X, 30 July XXXX, EM 1110-3-1234 (31 May XXXX). The proponent office will be responsible for what (if any) impact the new guidance may have on projects/programs, i.e., budgetary/resource or other related requirements. The appendix(es) will include a statement that identifies the approval authority. Sample statement: This amendment was approved by (insert division chiefs name, office symbol, and phone number). The proponent office will ensure that the updated appendices are properly coordinated with the appropriate USACE staff elements and reviewed by the PCO.

e. The approval authority of the chief of the originating division is required for miscellaneous publications as applicable.

FOR THE COMMANDER:

4 Appendices
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